

## **SAC MINUTES**

**TO:** Simplified Acquisition Committee Members

**FROM:** Director, Division of Acquisition Programs,  
Office of Logistics and Acquisition Operations (OLAO)

**SUBJECT:** SAC Meeting Minutes, October 16, 2002

### **Attendees:**

**John Best, OD/OLAO/DAP**  
**Bill Brown, Jr., OD/OLAO/DAP**  
**Debra Hawkins, NHLBI**  
**Sue Kaminski, OD/OLAO/DAP**  
**Priscilla Logan, NIAAA**  
**Jim Marx, OD/NBRSS**  
**Teresa Newman, NIGMS**  
**Rosie Owens, NIAID**

**Dorann Penney, OD/NBRSS**  
**Caren Rasmussen, NCI**  
**Clifford Ross, CC**  
**Pat Seidel, OD/OLAO/DAP**  
**Renita Smith, NCI**  
**Cole Stathes, OD/OLAO/DAP**  
**Laurie Weker, OD/OLAO/DAP**

The minutes from the August 21<sup>st</sup> meeting were approved as read.

### **NBRSS Acquisition Update and Demonstration**

Jim Marx and Dorann Penney from the NBRSS Acquisition Functional Team gave a demonstration and handouts on the acquisition modules (both the Oracle application and the Compusearch Prism). They provided the following target dates for the deployment of the various modules.

Budget - January 2003  
Travel - February 2003  
Property - December 2003 or February 2004  
Acquisition, Accounts Payable, Accounts Receivable, Supply Inventory and R&D  
Contracting - February 2004

Mass training of the acquisition module will take place no more than 10 weeks before deployment. There will be computer-based training for researchers who are purchase card holders to alleviate their being away from the lab.

Questions/Answers:

Question: If the system crashes, is there a backup system/plan in place and how does it work?

Answer: Jim will get back to us with the information.

Question: Does the acquisition module force agents into DCIS?

Answer: The DCIS information is reportable within the Compusearch module and some of the fields will be auto-filled.

Question: What will happen to the open orders in the ADB when the Acquisition module is deployed?

Answer: No decision has been made yet.

There will be a Town Hall Meeting on November 6<sup>th</sup> at Natcher from 8:30 a.m. to noon. There will be a panel discussion followed by demonstrations of the various modules.

Reverse Auction Update - Bill Brown

A reverse auction is an on-line bidding process that allows vendors to bid as often as they wish during the auctioning period. Three or more qualified vendors should be available to participate in the auction. It is important to remember that a reverse auction is only a pricing tool. It does not preclude any other aspect of the acquisition process.

NIH Reverse Auction History:

May 2001 - OLAO reverse auction; Commodity = utility wipes and pipette tips; Cost savings = approx. \$400,000

Dec. 2001 - CC reverse auction; Commodity = restroom supplies; Cost savings = approx. \$505,000

Sept. 2002 - HHS reverse auction; Commodity = copy paper; Cost savings = \$1.2 million; two auctions were conducted - one for FDA because of their large amount of delivery points, and one for the other HHS OPDIVs including SSA.

Sept 2002 - CC reverse auction; Commodity = surgical gloves; no award was made

Future commodities under consideration for reverse auctions include plastic bags, shipping boxes, surgical gloves and masks.

Symposium Update - John Best

On October 4<sup>th</sup>, the symposium committee chairpersons went to the 4 H Center on a site visit to look at the room space, auditorium, traffic flow, etc. By the end of October the survey results on the workshop topics should be completed and ready for distribution. On-line registration will be available soon. November 6<sup>th</sup> is the next symposium committee meeting from 10:00 to noon at 6011/5th floor conference room.

### Around the Room

Reminder - Please share the meeting minutes throughout your areas!

Pat Seidel - Professional Service Orders and OC Codes - In the next few days, the ADB will change for PSO OCs. You will enter OC 25 for Honorarium or Fee for Service; and enter OC 21 for the 2<sup>nd</sup> line item which is Per Diem; and also for the 3<sup>rd</sup> line item which is Travel and Other Expenses. Which OC Code 21 you select will be dependent on the purpose of the travel. Watch the ADB Sign-On Screen for the effective date of the change!

Cole Stathes - The Federal Supply Schedule BPAs are currently limited to \$100K. Should the MOLs for these BPAs be raised to the GSA MOL limit? Yes, per the committee members, since GSA has already negotiated all of the terms and conditions. DELPRO reviewers would be sure to take a random sampling of these larger dollar orders as part of their review.

The next SAC meeting is scheduled for Wednesday, December 11, 2002, at 9:30 a.m. in Building 6001, Room "C".